

## Trainee Expenses Claims Form

### Reimbursement of expenses:

NAME (Please print) .....

ADDRESS.....

.....

.....POST CODE .....

Please reimburse my expenses for attendance at the .....

On.....

Miles @ 45p per mile £.....

Car parking £.....

2<sup>nd</sup> Class rail fare: £.....

Tourist class air fare £.....

Underground £.....

Overnight accommodation ..... £.....

Other expenses 1. ....

2. ....

3. ....

4. ....

Total claimed £.....  
(Attach all original receipts)

**Signed**..... **Date**.....

**Paid on** ..... **Signed**.....

*Please send to:*

Treasurer - The Professional Gardeners' Guild  
Dimitrisz Sopisz  
20 Vanbrugh Drive  
Houghton Regis  
Bedfordshire LU5 5SU